

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH11422900

DATE POSTED: 02/24/22

POSITION NO: 949510

CLOSING DATE: 03/16/2022 by 5pm

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: Navajo Health Education Program - Winslow, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ58A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>27,519.84</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>13.18</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under the general supervision of Health Program Manager, performs varied clerical and secretarial duties of average difficulty, such as screening telephone calls and transferring to appropriate personnel, receiving visitors, handle routine requests and questions from the public and logging in/out incoming correspondences. Performs a variety of complex office/clerical support duties related to work unit, which require a through knowledge of complete an specialized functions. incumbents apply this specialized functional knowledge to independently analyze and responds to administrative matters within established limits. Design posters/brochures, prepare quarterly & annual reports, statistician reports and calculations of the data. Confirm and arrange scheduled meetings with various official in the School(s), Community, Clinics and Worksites. Prepare agendas for scheduled meetings, type minutes, make arrangement for meetings such as finding a meeting room and conference calls. Prepares a photocopies and facsimiles, prepare and process procurement office forms and related purchase requisition for office supplies. Monitor and maintain office supplies, inventory equipment and furniture. Obtain price quotes for supplies through vendors, with established limits, obtain appropriate signatories. Make travel arrangements such as booking flights, type Travel Authorizations (TA), Training Request Forms (TRF), and Purchase Requisition (PR) for registrations. Schedule interviews, process new employment forms and schedule orientations, defensive driving course, CPR and First Aid courses. Answer inquires requiring interpretation of tribal policies, rules and regulations and to complete and responsible assignments requiring comprehensive knowledge/skills of subject matter, organizational activities and operation's Health Education Program. Conduct research on office management best-practice and databases.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High school diploma/GED; supplemented by twenty-four (214) college credit hours in Business or closely related field; and one (1) year of general office or related experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license. Incumbent must obtain CPR Certificates, First Aid Certificate, and FMIS certification within 90 days of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of policies, practices, procedures and terminology of assigned function.
Knowledge of leadership practices and coordinating activities with others.
Skill in both verbal and written communication.
Skill in the operation of a variety of office machine and software.
Skill recording and compiling material for reports.
Public speaking to include ability to interpret medical terminology.
Bi-lingual speaking preferred (Navajo and English).
Preferred emergency management training incident command structures and certified in NIMS 800, 700(a) and/or 100(a).

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.